

CLASS TITLE: CAPITOL POLICE OFFICER-SERGEANT

Class Code: 02187300

Pay Grade: 21A

EO Code: C

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To protect the State Capitol and annexes, properties contained therein, and the adjacent state buildings, grounds and premises against the ordinary hazards of trespass, theft, fire and damage; to maintain order on the premises; to work directly under a Capitol Police - Lieutenant and to be responsible for the supervision of Capitol Police Officers; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a Capitol Police - Lieutenant from whom assignments and instructions are received; work is reviewed for conformance to departmental rules and regulations.

SUPERVISION EXERCISED: Supervises and reviews the work of Capitol Police Officers for conformance to departmental rules and regulations.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To police the State Capitol, annexes, adjacent state buildings and grounds.

To prevent fire, theft and damage or defacement of premises.

To prevent trespassing, loitering and tampering in and around the premises.

To protect occupants of buildings from outside annoyances and interference by solicitors, peddlers and other unauthorized persons.

To preserve peace and order, making arrests when necessary.

To investigate and report on accidents occurring on the premises.

To answer questions asked by the public and give desired information as to the location of state offices and personnel.

To give or obtain needed first-aid in case of accidents.

To note whether entrances and windows are fastened when they should be.

To direct traffic and to control parking in and around the premises.

To stay on duty, when so ordered, until relieved, and to pass on any special instructions or pertinent information to relief.

To cooperate with local police in the enforcement of laws and regulations lying within a common jurisdiction.

To prepare simple, but accurate reports of significant activities and conditions.

To maintain duty rosters, time sheets, etc.

To supervise Capitol Police Officers on assigned duty shifts.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of law enforcement operations, procedures and activities; a working knowledge of security systems and procedures; a working knowledge of administrative functions including personnel matters and the ability to compile records, rules and regulations regarding a security operation; the ability to prepare clear and concise reports and recommendations; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school; and

Experience: Such as may have been gained through: considerable employment in a supervisory capacity in a law enforcement agency such as a state, city or town police force.

SPECIAL REQUIREMENT: Prior to appointment must have satisfactorily completed the Rhode Island Municipal Police Training Academy curriculum or a comparable program offered by state or municipal police departments. Conditions to be met for appointment: must be physically qualified to perform assigned duties as evidenced by a physician's certificate.

Class Created: February 28, 1988

Editorial Review: 3/15/03